

**MINUTES of the Full Council of Melksham Without Parish Council held on Monday 11<sup>th</sup> November 2019 at Melksham Town Football Club, Oakfields, Eastern Way, Melksham at 7.00 p.m.**

**Present:** Cllrs. Richard Wood (Chair), John Glover (Vice Chair), Alan Baines, Mary Pile, Paul Carter, Nick Holder, Stuart Wood, David Pafford, Terry Chivers, Robert Shea-Simonds, Paul Taylor and Kaylum House from 8.10pm.

Officers: Teresa Strange (Clerk) and Marianne Rossi (Finance & Amenities Officer)

268/19 **Welcome, Housekeeping & Announcements:** Cllr R Wood welcomed everyone to the meeting and explained the evacuation procedures in the event of a fire. He gave the following announcements:

- a) **New Meeting Venue until January:** Due to the Parish Councils meeting venue being let out for the rest of the year, all Council meetings will now be held at the Melksham Town Football Club at Oakfields. For meetings in the day members were reminded to check where the meeting was being held before they set off for the meeting. The Council will return to their meeting venue at 1 Swift Way for their Finance Committee meeting on Tuesday 7<sup>th</sup> January 2020.
- b) **New date and Venue for Annual Parish Meeting:** It was noted that the Council's Annual Parish meeting will now be held on Tuesday 7<sup>th</sup> April 2020 at Bowerhill Village Hall.
- c) **Additional Council Meetings:** The Council noted the additional list for meetings and community events. The Clerk highlighted that the Strategic Planning Committee was due to be held on Wednesday 13<sup>th</sup> November at County Hall, to consider the Campus application and queried whether any member of the Council wished to register to speak at the meeting to represent the residents of Melksham Without and as tenants for their future office space. Cllr Paul Carter explained that he was already attending the meeting and wished to be registered to speak.

The Clerk advised that there was a Neighbourhood Plan Steering Group Review workshop being held on Thursday 21<sup>st</sup> November and sought a substitute for Cllr Glover, as he was unsure whether he would be able to attend, Cllr Baines volunteered to substitute for the meeting if needed.

- d) **Advice regarding Purdah:** The Clerk reminded members that due to the General Election being called there was a period of heightened sensitivity and that during this period members needed to ensure that they were not publishing any materials or giving publicity that identified with any individual groups or parties in the name of the Council.
- e) **Wiltshire Council Unitary By- election result for Melksham Without South:** Cllr R Wood announced to members that Cllr Nick Holder was elected as the new Wiltshire Councillor for Melksham Without South. Cllr Holder wished to confirm to the Council that he would continue to serve his term as a Melksham Without Councillor.

- f) **“What to do in a flood” leaflet re- publication for Shaw & Whitley residents:** The flood leaflet re-publication was noted. The Clerk explained that the leaflet would be going out with the Connect Magazine in December.
- g) **Highway infrastructure works:** It was reported that £75 million of highway and infrastructure works have been announced for Chippenham.

269/19 **Apologies:** Apologies were received from Cllr Greg Coombes who was ill. The reason for absence were accepted.

The Council observed a two minutes silence for Remembrance Day.

270/19 **Invited Guests:**

- a) **RHS Its Your Neighbourhood award to BRAG (Bowerhill Residents Action Group):** Cllr R. Wood explained that members of BRAG were in attendance to be presented with the RHS ‘Its Your Neighbourhood’ award and invited them to say a few words. Jenny Butcher from BRAG explained that they were delighted to win the award after the vandalism that occurred before the judging was due to take place. The Council congratulated BRAG on their award.
- b) **Wiltshire Cllr Phil Alford (Melksham Without North):** Cllr Alford updated the Council on recent events. He explained that he had received some Mental Health champion advanced training. One of the key things that he had taken away from the training was the Mental Health Prevention Concordat, which is a strategy and a set of aspirations that local councils and organisations can sign up to in order to prioritise Mental Health and to look at measures to improve the prevention in local communities. He explained that he wished to push this forward and set up some future meetings with local community organisations and local authorities to discuss ideas.

He explained that he had contacted Spatial Planning regarding the new bypass for Chippenham and how it would affect the residents of Melksham Without, but was waiting for a response.

Cllr Alford informed the meeting, that resurfacing works for the section of the A350 Beanacre, by the phone box on Westlands Lane, were due to take place in February next year.

He reported that he would like to set up a Public Open Space Community project fund within the Area Board where money is ring fenced for the improvement of public open spaces.

Cllr Holder reported that he had signed his Declaration of Acceptance of Office and all contact details were up to date and published on Wiltshire Council’s website. He explained that he had not yet been assigned to any committees, but would let members know what committees he had been allocated to in due course. Cllr R Wood clarified that if any members wished to contact Cllr Holder on his Wiltshire Council email address, they would need to send it to Nicolas.Holder instead of Nick.

- c) **PCSO Maggie Ledbury:** PCSO Maggie Ledbury advised that she had sent through her Police report on the Parish and asked Members if they had any questions. She explained that she had received an email from the Clerk that afternoon, regarding the targeted community speed watch assistance at Shaw Hill was not running currently at Shaw due to gas main works being carried out, but had suggested that it could go to Whitley. She advised that she had emailed her colleagues to pass this suggestion on.

She also highlighted that due to the dark evenings there has been an increase in burglaries and advised to not leave items on show. There had also been an increase in purse dipping, where someone distracted an individual and stole their purse.

Cllr Baines expressed a concern that he had witnessed a cyclist riding their bike without any lights and as the evenings were getting darker it would become increasingly difficult for car drivers to see cyclists. PCSO Maggie Ledbury explained that it was an offence to ride a bike in the dark without lights and if caught it would be a fixed penalty, but would feed this information back, so that the PCSOs could target areas where this is an ongoing problem.

*7.30pm PCSO Maggie Ledbury left the meeting*

- 271/19 **Declarations of Interest:** Cllr Pile declared an interest in agenda items 11a, 11b and 13a as Council representative on Shaw Hill Playing Field Committee and CAWS (Community Action Whitley & Shaw).

- 272/19 **Dispensation Requests:** None.

- 273/19 **Items to be Held in Committee: Resolved:** *Agenda item 14a. That the public and representatives of the press and broadcast media be excluded from the meeting as publicity would be prejudicial to the public interest, because of the confidential nature of the business to be transacted. This is in line with Standing Order 3d: "That in the view of the special/confidential nature of the business about to be transacted, it is advisable in the public interest that the public be temporarily excluded and they are instructed to withdraw". Reasons: c) preparation of cases in legal proceedings; d) the early stages of any dispute.*

- 274/19 **Public Participation:** There were no members of the public present.

- 275/19 **Full Council Meeting, 21<sup>st</sup> October 2019:**

- a) **Minutes, Full Council Meeting 21<sup>st</sup> October, 2019: Resolved:** *The Minutes of the Full Council Meeting held 21<sup>st</sup> October, 2019 were formally approved by the Council and signed by the Chairman as a correct record with the following amendments:*

*Page 5, Min. 238/19b, line 14: "on the agenda for the Planning Committee of 14<sup>th</sup> October as would **miss**ed the deadline" to "on the agenda for the Planning Committee of 14<sup>th</sup> October as would **miss** the deadline"*

*Page 6, Min. 238/19c, line 7: "and to see if there is any **appetitive** from local employers to donate to the public art funding" to ""and to see if there is any **appetite** from local employers to donate to the public art funding"*

Page 9, Min. 241/19ciii) Line 8: “should be cut to as were concerned” to “should be cut to as **they** were concerned”

Page 14, Min. 243/19b) Line 7: “Cllr Glover and Cllr **Glover** to authorise” to “Cllr Glover and Cllr **Carter** to authorise”

Page 15, Min. 243/19e) Line 14: “the exception of the residential area of Bowerhill, however, as there was no evidence” to the exception of the residential area of Bowerhill. **However**, as there was no evidence”

Page 15, Min. 243/19e) Line 17: “residential area of Bowerhill when in the parish 3<sup>rd</sup>/4<sup>th</sup> October **and had** informed the Chair” to “residential area of Bowerhill when in the parish 3<sup>rd</sup>/4<sup>th</sup> October. **The Clerk** informed the Chair”

b) **Matters Arising:**

Arising from Min. 245/19c **Proposed franchise of Melksham Post Office:** The Clerk explained that the Town Clerk had voiced the Council’s concerns on the loss of floor space and services to a member of the Post Office at a committee meeting and it was confirmed that all services that currently run by the Post Office will continue.

276/19 **Planning:**

a) **Planning Committee Meeting held Monday 4<sup>th</sup> November, 2019:**

- i) **Resolved:** *The Minutes of the Planning Committee Meeting held 4<sup>th</sup> November, 2019 were formally approved by the Council and signed by the Chairman as a correct record with the following amendment:*

*Page 2, Min. 254/19b, line 12: “Resolved” to “Recommendation”*

- ii) **Resolved:** *The Recommendations detailed in Min.254/19b) were formally approved.*

277/19 **Highways and Streetscene:**

a) **Highways and Streetscene Committee Meeting held 4<sup>th</sup> November, 2019:**

- i) **Resolved:** *The Minutes of the Highways and Streetscene Committee held 4<sup>th</sup> November, 2019 were formally approved by the Council and signed by the Chairman as a correct record with the following amendments:*

*To amend Page 2, Min. 260/19(2), line 1: “blocking access Valiant Close” to “blocking access **in** Valiant Close”.*

- b) **Resolved:** *The Recommendations detailed under Min. 260/19 (1), 260/19(2), 261/19b, Min 262/19b, 262/19ii,262/19ii, 262/19iv, 263/19a, 263/19b,263/19c, 263/19d,264/19b and 265/19a were formally approved.*

- c) **Police advice on parking issues outside of Bowerhill Primary School:** The Clerk explained that PCSOs Janet Gould and Adam Almond had attended the Highways and Streetscene meeting when the committee were discussing people blocking drives at school drop off and pick up times and had discussed what the Police could and couldn’t do about this. The Clerk reported that

PCSO Adam Almond had emailed her after the meeting to give the Council some suggestions on ways to move forward.

The Clerk reminded the Council that they had just passed a recommendation to speak to Bowerhill Primary School about their Travel Plan and investigate replacing the traffic calming chicanes on Halifax Road Bowerhill Primary School in the first instance, before taking it to CATG (Community Area Transport Group) as an issue. Cllr Carter explained that he felt that option 1 to remove the current traffic control system to open both lanes and option 2 during busy periods, that the road could become a one-way system, to allow an opportunity of a drop off point outside of the school would be the best options. Cllr Baines had reservations about option 1, as although it could solve the parking issues outside of the school there could be a danger of it turning into a racing track and felt that there would need to be some kind of traffic calming measure to stop this from happening. Cllr Shea-Simonds explained that as the timeframe of inconvenience is only short, he did not feel that this was a big issue. **Resolved:** *To add this item onto the next Highways and Streetscene Committee Meeting in February 2020.*

- d) **Short Footway outside Mobile Home Park:** Cllr R Wood explained that the Council had already discussed the idea of a footpath towards the end of the mobile home park as the footway narrows. The Clerk explained that a short footway for pedestrian access to the new village hall could be beneficial to residents. **Resolved:** Cllr Baines to take this issue to the next CATG meeting on 16<sup>th</sup> December.

*Cllr K House arrived at 8.10pm.*

278/19

**Community Governance Review:**

- a) **Wiltshire Council briefing note on the Community Governance review:** The Clerk explained that the briefing note set out the background of the Community Governance Review process and that all schemes were now on the Wiltshire Council website for comments. The decision of the review will be in September 2020 to come into effect at the May 2021 elections.
- b) **Community Governance review commencement date:** The Clerk advised that the Town Council had put in two proposals Option A to merge Melksham Town Council with Melksham Without Parish Council and option B to merge Melksham Town Council with Melksham Without Parish Council but excluding the villages of Shaw and Whitley, with them setting up their own Parish Council. **Resolved:** *The Council to respond to the Town Council's proposal to say that it did not meet the criteria of an effective local government and did not meet the community's interests. The Council to update their submission with the same arguments as they put forward last time and submit it before the deadline date. Clerk to circulate the submission to the warding party.*
- c) **Meeting with Wiltshire Council:** The Clerk advised that a meeting with Wiltshire Council was on the 10<sup>th</sup> December. With members Cllr R Wood, Cllr Glover, Cllr Baines and Cllr Pile attending the meeting.

- d) **Councillor per ward arrangement:** The Electoral Review Committee of Wiltshire Council had queried if the Parish Council's proposals were accepted to transfer 100 dwellings on the Land to the North of Sandridge Common and 450 houses on Land to the East of Spa Road (Hunters Wood) from Melksham Without to Melksham Town what ward would the Parish Councillor for Hunters Wood go to.

The Current recommendation for the Council Wards:

Beanacre, Shaw & Whitley	3 parish councillors
Berryfield	2 parish councillors
Bowerhill	7 parish councillors
Hunters Wood	1 parish councillor

There was a discussion by Members whether the new Councillor could go into the new Shaw, Whitley, Beanacre and Woodrow Ward as there would be more residents in this ward. **Resolved:** *Wiltshire Council's Electoral Review Committee to be informed that if the proposal for the Hunters Wood Ward was agreed to be transferred to Melksham Town Council, then the Melksham Without Ward Councillor should go into the new Shaw, Whitley, Beanacre and Woodrow Ward.*

279/19

**Finance:**

- a) **Council Income & Expenditure – October 2019:** The Council noted the reports for income and expenditure for October. These were signed by the Chairman as a correct record.

The Clerk drew attention to the receipt of £5,841.70 from Sandridge Solar Farm, but explained that there were an extra 100 dwellings in Sandridge and there should be an increase in income. The Clerk explained that she had spoken to someone at the Sandridge Solar Farm to highlight this, but was told that until the Parish boundaries were changed, they would not look at this. The Clerk queried whether the Council should challenge this, given when the Parish had previously lost dwellings the percentage of money went down. **Resolved:** *The Clerk to pursue this with Sandridge Solar Farm and explain that Parish boundaries did not have impact in this case, but if extra dwellings are added or reduced into the radius of the Solar Farm this should be taken into account when the amount is worked out.*

- b) **Cheque Signatories & Online Banking Authority for November Payments:** **Resolved:** *Cllr. Glover and Cllr. Taylor to authorise online banking payments and any cheque payments for November 2019.*
- c) **Tax Base Number for financial year 2020/21:** The Clerk advised that the tax base figure for the year 2020/21 had been received, with the Parish having at least 100 more dwellings in new developments. The tax base would be 2,754.09 and for the current year 2019/20 was 2,656.84 and so just to give an indication if the Council kept their average Band D charge as this year, there would be an extra £7,000 on this year's precept.

**Asset Management:**

- a) **Draft Minutes of Joint Shaw Hill Playing Fields Improvement project:** The Members noted the Shaw Hill Playing Field project minutes.
- b) **Next steps for the Shaw Hill Playing Field project:** The Clerk explained that the consultation for the Shaw Playing Field Improvement Scheme closed on 31<sup>st</sup> October. The consultation had 100 replies on Survey Monkey, which was within the limit of the free of charge online version and it was generally the younger demographic who answered the survey, whereas the older population answered on the hard copy version.

Members of the Shaw Committee had prepared a like for like comparison with the online version and the paper copies. In fourth place from both versions was more multi play equipment and in first place was more climbing and balancing equipment, with more gym and physical development coming in second place for people who answered online and third place for people who completed paper copies and the reverse for moving, rotational equipment.

- c) **Purchase of Survey Monkey subscription:** The Clerk explained that the free version of Monkey Survey only allowed 100 responses on each survey, but a subscription of £300 per year allowed unlimited responses and allowed subscribers to analyse the information and get more reliable information. The Clerk also explained that if this subscription was purchased it could also be used for the Bowerhill Sports Field Improvement Project. **Resolved:** The Parish Council to purchase the Survey Monkey Team Advantage subscription at £300 for 1 year.
- d) **'We Are Watching You' - Anti Dog Fouling Stickers:** The Clerk reported that this agenda item had previously been discussed and it had been resolved to purchase 50 glow in the dark signs at a cost of £250 and 20 A3 glow in the dark signs at a cost of £500 with a total cost of £750 excluding VAT. However, when officers went to purchase the stickers the total cost for the glow in the dark stickers was actually £550 which would increase the total cost to £1050. **Resolved:** *The Parish Council purchase 50 glow in the dark stickers at a cost of £550 with a total cost, including the 20 A3 glow in the dark signs of £1,050 excluding VAT.*
- e) **Request for bin on Beanacre Community Field:** The Clerk explained that the Beanacre Church Warden had contacted the Parish Council to ask if the Council could provide an additional bin at the access to their field, as people were leaving dog poo bags on the field. The Clerk highlighted that the Parish Council did not own the land but did have a bin in their play area which they leased from the Church. Cllr Baines explained that there was an additional bin on the highway in the layby for people to use. Members queried who would empty the additional bin if they did provide one and what the cost implications would be. The Clerk explained that the Council's contractors already emptied the bin in the play area, so it would not be much more to empty an extra one. **Resolved:** *The Parish Council to suggest to the Church Warden that they advise dog walkers that there is a bin in the layby outside of the church that could be used.*

- f) **Update on Play Area Repairs:** The Clerk reported that she had received a quote of £539.16 from Playforce to repair the Trapeze Swing in Beanacre Play Area and had ordered this works to be done.

It was also reported that Vita Play had replaced the safety surfacing under the swing bay at Kestrel Court Play Area and have put two rubberwear pads under the swings where the most wear was, but did not acknowledge an email that the Clerk had sent to them stating that if any other failings are identified on any other areas that they have overskimmed, the Parish Council will expect this to be rectified.

- g) **Fire damage to Bus Shelter:** The Clerk explained that the Caretaker had reported that there had been a fire in the Beanacre wooden bus shelter which the Caretaker had cleared up.

281/19 **Members Email Policy:** The Clerk explained that this was a result of the minutes from the last Full Council meeting, where it had been queried by a Member whether this policy needed strengthening and to add that members should not be forwarding Council emails to their personal email addresses and how to address the issue of councillors not using their @melkshamwithout email address.

Cllr Holder highlighted that item L in the policy stated that 'When members cease to be a Councillor they must delete all Council related emails.', as he understood the processes of the Council once a Councillor ceased to be a Councillor, their account was automatically transferred to the Clerk and they would not have access to their account. If Councillors are using their designated @melkshamwithout email address then they should not have any Council related emails on their personal computer. Therefore, item L would only come into effect if Councillors had transferred Council related items onto their personal email address which would be a GDPR issue.

The use of encryption was raised. Cllr House explained that Wiltshire Council used a two-factor authentication method, where staff used an app to generate a code to sign into their emails which refreshed every two weeks. The Clerk explained that most of the Council's business was in the public domain and the only confidential information that it held was staffing and legal details, and was unsure whether the Council would need encryption.

The Clerk explained that she had attended an SLCC (Society of Local Council Clerks) conference where they stated that councillors should have a level of business security protection for their online computers to be covered by the insurance and officers were checking with the Council's cyber insurance documentation.

The Clerk explained another item that was highlighted by the conference was that every mobile device should be encrypted and she was investigating whether the Council would only need it for the laptop and mobile phone which would be a future agenda item. **Resolved 1:** *The email policy to be updated to include: that all Melksham Without Parish Councillors will be provided with a Melksham*

*Without Parish Council email address, which all Parish Councillors should use for all Council communications. **Resolved 2:** To update item L on the Policy to include: Councillors should not forward emails from their Melksham Without Parish Council email address to their own personal emails and if this has happened it should be deleted straight away. **Resolved 3:** To amend item L to include: When Parish Councillors cease to be Councillors, they must cease to use their Parish Council email address, which will be maintained for a period of time for use by the Officers for continuity of service.*

282/19 **Community project and partnership organisations:**

- a) **Draft minutes of CAWS CEG (Community Action: Whitley and Shaw) Community Emergency Group:** The Council noted these minutes.
- b) **Feedback from Parliament Week Activities:** Councillors Carter, Wood and Chivers reported they had attended Shaw School for Parliament Week, which had been a worthwhile activity to do. Cllr Pafford reported that he had attended the ATC, but when he arrived the staff member who was running the session was not aware that Cllr Pafford was attending. Other Councillors had reported that they previously had a positive experience when attending the ATC.
- c) **Special Persons Area Board feedback:** Cllr Shea-Simonds reported that he attended this meeting and thought the event was very well run.
- d) **Request for Intergenerational Newsletter for Melksham:** The Council noted the request.
- e) **Payphone consultation by Wiltshire Council:** The Clerk explained that due to a number of public payphones having very low usage BT were proposing to remove them after a full consultation and therefore there were two payphones in the Parish that has been proposed to be removed, Halifax Road and Berryfield Lane. It was noted that BT were offering Parish Councils the opportunity to adopt a kiosk for £1. **Resolved:** *The Council not to take up the offer from BT for the Parish Council to adopt the two kiosks for £1 each.*
- f) **Request to support proposed Electricity Bill:** It was decided that due to purdah the council should defer this item to a future meeting.
- g) **NALC communication of “Friends of the Earth” 20 actions Parish and Town Councils can take on the Climate and Nature Emergency:** The Council noted this item.

283/19 **Staffing and Resources:**

- a) **Start date of New Member:** It was noted that Lorraine McRandle had accepted the position of Parish Officer at NJC pay scale 9, full time which included continued length of service and a scale point review after a successful 6 months probationary period and after the completion of CILCA (Certificate in Local Government Administration) and was due to start on Wednesday 4<sup>th</sup> December.
- b) **Re-declaration of compliance with the pension regulator:** It was noted that the Council had submitted its re-declaration of compliance with the pension regulator.

- c) **Windows 10 licences for Officers:** The Clerk reported that both the Parish Officer and Finance & Amenities Officer's computers were on Windows 7 and from December 2019 would no longer be supported by Microsoft.

The Council's IT contractor had put together some options for this, with the Windows 10 Professional Licence from Microsoft costing £220 per computer, alternatively the Council could purchase the Windows 10 Professional OEM Licence from Ebuyer for £137.50 excluding VAT per computer. It was also noted that it would be around £30 per computer to install the licence and transfer the data.

There was a discussion by Members on which option they should go for and queried what the difference was between Microsoft Windows 10 Professional and Ebuyers Windows 10 Professional OEM. **Resolved:** *The Council to purchase 2 Ebuyer Windows 10 Professional OEM Licences for £137.50 including VAT, plus £30 per computer to install and transfer over any data. The Clerk to speak to the IT contractor to make sure that there was no risk to the computers if the Council were to go for this option and if there was a risk the Clerk to go ahead and purchase the Licences from Microsoft at a cost of £220 per computer.*

284/19C **Complaint and Subject Access request:**

- a) **Complaint current status:** The Clerk reported that there had been a complaint received and had taken guidance from the council's legal advisers, WALC (Wiltshire Association of Local Councils), Information Commissioner's Office and the Council's Data Protection Officer. After further correspondence, it was not clear who the complaint was about. **Resolved:** *The Council to not take any further action on this and if there was any further correspondence the Council seek further legal advice.*
- b) **Complaints Committee:** It was felt that a Complaints Committee should be formed. The Clerk explained that if there was a complaint against a Councillor, the complaint would go to Wiltshire Council's Monitoring Officer, if it was about the Council it would go to the Council's Complaints Committee. The Clerk explained that the committee would need to consist of Councillors who did not have any knowledge of the complaint. After a brief discussion it was decided that the Council should set up two committees, one for the complaint and another committee if there was an appeal. The Complaints Committee to include Councillors R Wood, Chivers and Pafford. The Appeals Committee to include Councillors Glover, Taylor and S Wood.

Meeting closed at 10.07 pm

Chairman, 9<sup>th</sup> December, 2019

## Receipts for Month 7

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		7,350.47					7,350.47	
V1312	Banked: 01/10/2019	5.00						
V1312	St Andrews Development Centre	5.00			1210	210	5.00	Inv.128 car park & toilet hire
1313-BY7A	Banked: 01/10/2019	60.00						
1313-BY7A	Allotment Holder	60.00			1310	310	60.00	Berryfield plot 7A rent
500140	Banked: 01/10/2019	190.00						
V1320-029	Allotment Holder	30.00			1310	310	30.00	029- 16A BYF Allotment rent
V1321-030	Staverton United	100.00			1210	210	50.00	In113 Pitch hire 21st Aug 2019
					1210	210	50.00	In103-Pitch hire 7th Sept 2019
V1322-031	Allotment Holder	30.00			1310	310	30.00	Berryfield 15B Allotment rent
V1323-032	Allotment Holder	30.00			1310	310	30.00	Berryfield 17A Allotment rent
500140	Banked: 01/10/2019	390.00						
V1314-CHQ	Allotment Holder	30.00			1320	310	30.00	Briansfield 15 Allotment rent
V1315-CHQ	Allotment Holder	30.00			1320	310	30.00	Briansfield 19 Allotment rent
V1316-CHQ	Allotment Holder	120.00			1310	310	60.00	Berryfield 1B Allotment rent
					1310	310	60.00	Berryfield 2B Allotment rent
V1317-CHQ	Allotment Holder	30.00			1310	310	30.00	Berryfield 14B Allotment rent
V1318-CHQ	Allotment Holder	30.00			1320	310	30.00	Briansfield 32 Allotment rent
V1319-CHO	AFC Melksham	150.00			1210	210	50.00	Sun 6th October 19 pitch hire
					1210	210	50.00	Sun 13th October pitch hire
					1210	210	50.00	Sun 20th October pitch hire
500141	Banked: 01/10/2019	218.71						
V1324-CHQ	Allotment Holder	60.00			1320	310	30.00	Briansfield 23 allotment rent
					1320	310	30.00	Briansfield 24 allotment rent
V1325-CHQ	Melksham Town Council	128.71			4680	170	67.59	NHP refresh & Domain renewal
					4680	170	61.12	in.122 NHP Heritage search
V1326-CHQ	Allotment Holder	30.00			1310	310	30.00	Berryfield 10A allotment rent
1327-BACS	Banked: 03/10/2019	5.00						
1327-BACS	St Andrews Development centre	5.00			1210	210	5.00	Inv.129- car park & toilet hir
1328-BACS	Banked: 04/10/2019	20.25						
1328-BACS	Allotment Holder	20.25			1310	310	20.25	BYF 1SM part of plot rent
1329-BACS	Banked: 07/10/2019	50.00						
1329-BACS	Lion and Fiddle	50.00			1210	210	50.00	inv.099 Sun 29th Sept pitch hi
1330-BACS	Banked: 08/10/2019	30.00						
1330-BACS	Allotment Holder	30.00			1310	310	30.00	Berryfield 9B plot rent
1341-CPRE	Banked: 08/10/2019	30.00						
1341-CPRE	CPRE	30.00			1100	110	30.00	Whitley Best kept village priz
V1342	Banked: 09/10/2019	5.00						
V1342	St Andrews Development Centre	5.00			1210	210	5.00	Inv.133 car park & toilet hire
V1343	Banked: 09/10/2019	30.00						
V1343	Allotment Holder	30.00			1310	310	30.00	Berryfield 17B allotment rent

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Date: 04/11/2019

## Melksham without Parish Council Current Year

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## Cashbook 1

User: MR

## Current Account &amp; Instant Acc

For Month No: 7

## Receipts for Month 7

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
V1344	Banked: 10/10/2019	30.00						
V1344	Allotment Holder	30.00			1320	310	30.00	Briansfield 16 Allotment rent
V1345	Banked: 14/10/2019	3,142.23						
V1345	HM Revenue & Customs	3,142.23			105		3,142.23	VAT Return-1st July-
V1366-CIL	Banked: 14/10/2019	173,706.47						
V1366-CIL	Wiltshire Council	39,442.09			1420	110	39,442.09	17/12514REM Tranche 2 of 3 CIL
V1366-CIL	Wiltshire Council	33,762.92			1420	110	21,174.45	Phase 2 tranche 1&2 of 3
					1420	110	12,588.47	Phase 1&4 tranche 2 of 3
V1366-CIL	Wiltshire Council	100,501.46			1420	110	3,396.65	Phase 1a Tranche 1of3
					1420	110	9,668.54	Phase 1b Tranche 1of 3
					1420	110	9,945.63	Phase 2a Trache 1 of 3
					1420	110	14,709.89	Phase 2b Trache 1 of 3
					1420	110	15,106.16	Phase 3a Trache 1 of 3
					1420	110	2,819.42	Phase 3b Trache 1 of 3
					1420	110	11,837.33	Phase 4a Trache 1 of 3
					1420	110	15,306.39	Phase 4b Trache 1 of 3
					1420	110	10,271.89	Phase 5a Trache 1 of 3
					1420	110	7,439.56	Phase 5b Trache 1 of 3
/1361-BS17	Banked: 17/10/2019	30.00						
/1361-BS17	Allotment Holder	30.00			1320	310	30.00	Briansfield 17 allotment rent
/1362-BS25	Banked: 18/10/2019	30.00						
/1362-BS25	Allotment Holder	30.00			1320	310	30.00	Briansfield 25 allotment rent
/1363-BS12	Banked: 21/10/2019	60.00						
/1363-BS12	Allotment Holder	60.00			1320	310	60.00	Briansfield 12 allotment rent
S/O Colin	Banked: 21/10/2019	10.00						
S/O Colin	Melksham Fitness	10.00			1210	210	10.00	October changing room hire
V1365	Banked: 21/10/2019	30.00						
V1365	Allotment Holder	30.00			1310	310	30.00	Berryfield 14A allotment rent
	Banked: 21/10/2019	350,000.00						
1136019960	Fixed Term Deposit	350,000.00			210		350,000.00	V1290-Fixed Term return
	Banked: 21/10/2019	100,000.00						
1136019960	Fixed Term Deposit	100,000.00			210		100,000.00	V1297- Fixed Term return
1290-BACS	Banked: 21/10/2019	157.93						
1290-BACS	Lloyds Bank	157.93			1080	110	157.93	Fixed Term Interest
1297-BACS	Banked: 21/10/2019	41.10						
1297-BACS	Lloyds Bank	41.10			1080	110	41.10	Fixed Term Interest
V1369-FPI	Banked: 22/10/2019	5,841.70						
V1369-FPI	Sandridge Solar Farm	5,841.70			1140	110	5,841.70	Sandridge Solar Farm Community
100142-CAS	Banked: 23/10/2019	90.00						

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## Melksham without Parish Council Current Year

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## Cashbook 1

User: MR

## Current Account &amp; Instant Acc

For Month No: 7

## Receipts for Month 7

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
V1376-033	Allotment Holder	30.00			1310	310	30.00	Berryfield 7B allotment rent
V1377-034	Allotment Holder	30.00			1320	310	30.00	Briansfield 3 allotment rent
V1378-	Allotment Holder	30.00			1320	310	30.00	Briansfield 22 allotment rent
00142-CHQ	Banked: 23/10/2019	<b>330.81</b>						
V1370-	Allotment Holder	45.00			1320	310	30.00	Briansfield 13 allotment rent
					1320	310	15.00	Briansfield 17A allotment rent
V1371	Allotment Holder	30.00			1320	310	30.00	Briansfield 9 allotment rent
V1372	Allotment Holder	60.00			1310	310	60.00	Berryfield 13 Allotment rent
V1374	The Foresters Arms	150.00			1210	210	150.00	Pitch hire- Inv.108-100
V1374	BASRAG	15.81			1130	110	15.81	Inv.131-Berryfield Buzz photoc
V1375	Allotment Holder	30.00			1320	310	30.00	Briansfield 16A allotment rent
V1379-SPI	Banked: 29/10/2019	<b>100.00</b>						
V1379-SPI	Devizes United	100.00			1210	210	50.00	Inv-137 10th Nov fixture
					1210	210	50.00	Inv-137 24th Nov pitch hire
V1380-FPI	Banked: 30/10/2019	<b>100.00</b>						
V1380-FPI	Staverton United	100.00			1210	210	50.00	12th October pitch hire
					1210	210	50.00	2nd November pitch hire
<b>Total Receipts for Month</b>		634,734.20	0.00	0.00			634,734.20	
<b>Cashbook Totals</b>		<u>642,084.67</u>	<u>0.00</u>	<u>0.00</u>			<u>642,084.67</u>	

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## Melksham without Parish Council Current Year

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## Cashbook 1

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## Current Account &amp; Instant Acc

For Month No: 7

## Payments for Month 7

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
1/10/2019	Grist Environmental	V1311-DD	81.42		13.58	4781	220	67.84	Inv.287880-JSF Waste collect
4/10/2019	EE Limited	V1339-DD	13.34		2.22	4195	120	11.12	Inv.795- Meeting WIFI
6/10/2019	Eon	V1358-DD	49.01		2.33	4312	220	46.68	Inv.7CE-Pavilion Gas
1/10/2019	Eon	V1359-DD	151.27		7.20	4302	220	144.07	Inv.706-Pavilion Electricity
1/10/2019	Sirus Telecom	V1360-DD	234.40		39.07	4190	120	195.33	Inv.44210-Office call charges
1/10/2019	Lloyds Bank	V1297-BACS	41.10			1080	110	41.10	Fixed Term interest
1/10/2019	Lloyds Bank	V1290-BACS	157.93			1080	110	157.93	V1290-Fixed Term Interest
1/10/2019	Lloyds Bank	V1290-BACS	-157.93			1080	110	-157.93	Fixed Term interest
1/10/2019	Lloyds Bank	V1297-BACS	-41.10			1080	110	-41.10	Fixed Term Interest
2/10/2019	Sandridge Solar Farm	V1369-FPI	5,841.70			1140	110	5,841.70	Sandridge Solar Farm Community
2/10/2019	Sandridge Solar Farm	V1369-FPI	-5,841.70			1140	110	-5,841.70	Sandridge Solar Farm-CB ERROR
3/10/2019	Unity Bank	V1381-5994	16,000.00			220		16,000.00	To Top up Unity Trust Banl
1/10/2019	Fixed Term Deposit	13617589	619,000.00			210		619,000.00	V1383- Fixed Term Deposi
<b>Total Payments for Month</b>			635,529.44	0.00	64.40			635,465.04	
<b>Balance Carried Fwd</b>			6,555.23						
<b>Cashbook Totals</b>			642,084.67	0.00	64.40			642,020.27	

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Cashbook 2

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Unity Bank

For Month No: 7

Receipts for Month 7

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :	84,421.86					84,421.86	
V1384	Banked: 01/10/2019	5.28						
V1384	Unity Trust Bank	5.28			4140	120	5.28	Refund Service Charge
	Banked: 23/10/2019	16,000.00						
V1381-5994	Current Account & Instant Acc	16,000.00			200		16,000.00	To Top up Unity Trust Bank
<b>Total Receipts for Month</b>		16,005.28	0.00	0.00			16,005.28	
<b>Cashbook Totals</b>		<u>100,427.14</u>	<u>0.00</u>	<u>0.00</u>			<u>100,427.14</u>	

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## Payments for Month 7

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
1/10/2019	Unity Trust Bank	V1384-BACS	5.28			4140	120	5.28	Service Charge
6/10/2019	Unity Trust Bank	V1340-DD	718.16		75.26	4120	120	249.70	Purchase of stamps
						4150	120	49.98	A4 Paper x3
						4370	120	61.66	Tork toilet paper x2
						4055	130	80.00	SLCC Training 27th Nov
						4150	120	12.49	Fineliners & Ear phones
						4150	120	7.49	Washing up liquid & CIF Cream
						4351	120	29.00	Card reader for office
						4175	120	94.80	Annual microsoft access
						4351	120	54.78	Tablet & Case
						4140	120	3.00	Monthly fee
4/10/2019	JH Jones & Sons	V1331-BACS	883.69		147.28	4402	320	56.66	Inv. 13209-Allotment grass cut
						4400	142	211.33	Inv. 13209-Play area grass cut
						4780	142	17.50	Inv. 13209-Play Area bin empty
						4781	220	75.83	inv. 13209-JSF bin empty
						4401	220	375.09	Inv. 13209-JSF pitch maintenance
4/10/2019	Aquasafe Environmental Ltd	V1332-BACS	222.00		37.00	4212	220	115.00	September 2019 PPM Visit
						4721	220	70.00	Keraflo conversion valve ki
4/10/2019	Friends of Shurnhold Fields	V1333-BACS	15.37		2.56	4820	142	12.81	Mower fuel reimburse
						347	0	-12.81	Mower fuel reimburse
						6000	142	12.81	Mower fuel reimburse
4/10/2019	RBS Business Solutions Ltd	V1334-BACS	306.00		51.00	4185	120	255.00	Omega software annual support
4/10/2019	Wiltshire Publication	V1335-BACS	292.32		48.72	4230	120	243.60	Parish Officer vacancy advert
4/10/2019	Arien Signs and Graphics	V1336-BACS	838.68		139.78	4820	142	698.90	Noticeboard for Shurnhold Fiel
						347	0	-698.90	Noticeboard for Shurnhold Fiel
						6000	142	698.90	Noticeboard for Shurnhold Fiel
4/10/2019	Jens Cleaning	V1337-BACS	427.45			4381	220	42.00	Changing room 3&4 clean 11 Aug
						4381	220	42.00	Changing room: 1&2 clean 16 Aug
						4381	220	42.00	Changing room 3&4 clean 23 Aug
						4381	220	84.00	All changing rooms clean 6 Sep
						4381	220	42.00	Changing rooms 3&4 clear 7 Sep
						4381	220	42.00	Changing room 3&4 13th Sept
						4381	220	42.00	Changing room 1&2 14th Sept
						4381	220	84.00	All changing room 20 Sept
						4370	120	7.45	Cleaning materials

## Payments for Month 7

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
4/10/2019	Kennet Sign & Display	V1338-BACS	241.68		40.28	4490	142	117.00	Hornchurch play area sign x4
						4490	142	62.40	x4 warning signs Do not climb
						4721	220	11.00	Not drinking water sign at Pav
						1190	142	11.00	Small defib sign B'hili v Ha
4/10/2019	Boston Seeds	V1339-BACS	184.99		17.50	4820	142	80.00	Low Maintenance Grass seed
						4820	142	82.50	Restore & Enrich Wildflower se
						4820	142	4.99	Delivery
4/10/2019	CAWS	V1346-BACS	30.00			1100	110	30.00	Whitley Best kept village priz
4/10/2019	Tollgate Security Ltd	V1347-BACS	756.00		126.00	4212	220	630.00	Annual Maintenance-01.10.19-20
4/10/2019	Simon J White	V1348-BACS	195.00			4490	142	195.00	Inv.7921- Maint- Carson R/abou
4/10/2019	Teresa Strange	V1349-BACS	5.30			4190	120	5.30	Reemburse for out of hours mob
4/10/2019	Comeplete Weed Control	V1350-BACS	1,614.00		269.00	4500	142	1,345.00	x1 app of weed spraying
4/10/2019	Tollgate Security Ltd	V1351-BACS	72.00		12.00	4212	220	60.00	Inv.657-2x standard batter
4/10/2019	Wiltshire Pension Fund	V1352-BACS	1,120.55			4045	130	854.32	Period 7 October 2019
						4000	130	183.08	Period 7 October 2019
						4010	130	83.15	Period 7 October 2019
4/10/2019	HM Revenue & Customs	V1353-BACS	1,285.38			4041	130	388.90	Period 7- October 2019
						4000	130	318.20	Period 7- October 2019-T
						4000	130	251.71	Period 7- October 2019-NI
						4010	130	61.60	Period 7- October 2019-T
						4010	130	85.77	Period 7- October 2019-NI
						4460	142	145.00	Period 7- October 2019-T
						4800	320	34.20	Period 7- October 2019-T
4/10/2019	Teresa Strange	V1354-BACS	[REDACTED]			4000	130	[REDACTED]	October 2019 Salary
						4048	130	11.70	Mileage x26 miles
						4120	120	1.50	Postage for NHP Maps
						4048	130	5.00	Parking for flood warden semin
						4721	220	44.99	Oak tree for Mike Mills
4/10/2019	Marianne Rossi	V1355-BACS	[REDACTED]			4010	130	[REDACTED]	October 2019 Salary
4/10/2019	Terry Cole	V1356-BACS	[REDACTED]			4460	142	[REDACTED]	October 2019 Salary
						4050	142	47.50	Caretaker travel allowance
						4051	142	22.50	Mileage
4/10/2019	David Cole	V1357-BACS	[REDACTED]			4800	320	[REDACTED]	October 2019 Salary
						4051	142	16.65	Mileage
						4722	320	7.44	Petrol for strimmer
4/10/2019	Boston Seeds	V339-BACS	-184.99		-17.50	4820	142	-80.00	Low Maintenance Grass Seed
						4820	142	-82.50	Restore & Enrich Wildflower se
						4820	142	-4.99	Delivery

Total Salaries  
83935.87

## Payments for Month 7

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
4/10/2019	Aquasafe Environmental Ltd	V1367-BACS	612.00		102.00	4212	220	115.00	October 2019 PPM Visit
						4212	220	395.00	Clean & Chlorination of CWS Ta
4/10/2019	Condor Office Solutions Ltd	V1368-BACS	290.84		48.47	4130	120	242.37	Inv.568619-Photocopy useage
4/10/2019	Teresa Strange	V1354-BACS	-2,126.78			4000	130	-2,063.59	October 2019 Salary
						4048	130	-11.70	Mileage x26 miles
						4120	120	-1.50	Postage for NHP maps
						4048	130	-5.00	Parking for flood warden semin
						4721	220	-44.99	Oak tree for Mike Mills
4/10/2019	Teresa Strange	V1354-BACS	3,108.29		163.58	4000	130	2,063.59	October 2019 Salary
						4048	130	11.70	Mileage x26 miles
						4120	120	1.50	Postage for NHP maps
						4048	130	5.00	Parking for Flood Warden semin
						4721	220	44.99	Oak Tree for Mike Mills
						4175	120	817.93	Microsoft Office 365
1/10/2019	Unity Trust Bank	V1382-BACS	0.90			4140	120	0.90	Handling Charge
<b>Total Payments for Month</b>			15,007.26	0.00	1,262.93			13,744.33	
<b>Balance Carried Fwd</b>			85,419.88						
<b>Cashbook Totals</b>			100,427.14	0.00	1,262.93			99,164.21	

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Cashbook 3

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Fixed Term Deposit

For Month No: 7

Receipts for Month 7

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :	450,000.00					450,000.00	
	Banked: 31/10/2019	619,000.00						
13617589	Current Account & Instant Acc	619,000.00			200		619,000.00	V1383- Fixed Term Deposit
<b>Total Receipts for Month</b>		619,000.00	0.00	0.00			619,000.00	
<b>Cashbook Totals</b>		<u>1,069,000.00</u>	<u>0.00</u>	<u>0.00</u>			<u>1,069,000.00</u>	

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Fixed Term Deposit

For Month No: 7

Payments for Month 7

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
1/10/2019	Current Account & Instant Acc	M136019960	350,000.00			200		350,000.00	V1290-Fixed Term return
1/10/2019	Current Account & Instant Acc	M136019960	100,000.00			200		100,000.00	V1297- Fixed Term return
	<b>Total Payments for Month</b>		450,000.00	0.00	0.00			450,000.00	
	<b>Balance Carried Fwd</b>		619,000.00						
	<b>Cashbook Totals</b>		1,069,000.00	0.00	0.00			1,069,000.00	